

Washington County

Job Description



Title:	Regional Park Assistant	Code:	
Division:	Administration	Effective Date:	05/13
Department:	Regional Park	Last Revised:	
Career Service:	FT Yes / PT No	FLSA:	Yes

GENERAL PURPOSE

Performs a variety of **skilled duties** as needed to participate in the day-to-day maintenance of the Regional Park facilities including: arena, race track, regional park center, holding corrals, stalls, and concession buildings.

SUPERVISION RECEIVED

Works under the general supervision of the Regional Park Grounds Supervisor.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

Performs building and grounds maintenance; operates light and heavy equipment; participates in environ maintenance and upkeep; assists with landscaping operations related to planting and grooming of lawns, planting beds, trees, shrubbery; participates in installation and maintenance of sprinkler systems, timers, etc.; participates in the application of fertilizers and pesticides; operates ATV with mounted spraying equipment to perform weed control spraying.

Ensures timely maintenance, preparation and grooming of arena in anticipation of various scheduled events; meets specifications for various events, i.e., team roping, barrel racing, rodeo, roping, demolition derby, motocross, etc.

Maintains horse training track; grooms track area ensuring level surface; ensures proper water content of dirt track; ensures safety rails and properly maintained and in good repair; sets up stalls to temporarily house animals during racing events, rodeo, auctions or for private use.

Assists in carrying out events as they take place, including working with patrons and making sure their needs are being addressed; ensures exhibitor satisfaction with reservation requirements and specifications; responds to concerns and remedies issues as needed.

Performs basic plumbing maintenance and repairs; installs and repairs faucets, toilets water fountains, etc.; repairs light fixtures, and switches.

Maintains facility sound systems; participates in the installation and operation of sound equipment including microphones, cords, amplifiers, wireless components and filtering equipment; ensures timely setup and operation for scheduled events.

Works with patrons and renters; collects stall rental fees; monitors reservations; performs general facility security; examines and locks doors, windows and various access points; assists with set-up and take down for events.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience

A. Graduation from high school;

AND

B. One (1) year of experience in recreation facility maintenance, operation of medium and heavy equipment, carpentry, plumbing, painting and other related fields;

OR

C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

Working knowledge of equestrian activities and facilities; plumbing methods and practices; facilities maintenance; carpentry, and current methods, principles and practices of building construction, maintenance and repair; equipment and materials used in construction and maintenance operations; hazards and safety precautions common to municipal maintenance and repair activities; legal environment related to safety and risk management practices and principles; current building codes, standards.

Skill in the use of power and hand tools associated with diverse facilities maintenance functions.

Ability to operate simple to complex heavy equipment i.e., large tractors, water trucks, front end loaders, skip loaders, backhoes, forklifts, etc.; follow verbal and written instructions, maintain safety and risk management standards; maintain effective preventive maintenance programs; keep operating records and prepare reports; read and understand blueprints; establish and maintain effective working relationships with employees and the public; communicate effectively verbally and in writing in the English language.

3. Special Qualifications:

Must possess a valid Utah Drivers license.

Must be available for 24 hour emergency call out.

4. Work Environment:

Outdoor work is required in the completion of various projects. Tasks require variety of physical activities, generally involving muscular strain, related to walking, standing, stooping, sitting, and reaching. Lifting requirements frequently in excess of 75 pounds. Occasionally works near moving mechanical parts or in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes, toxic or caustic chemicals. Hand-eye coordination is necessary to operate power tools and equipment. Essential functions require talking, hearing and seeing. Common eye, hand, finger dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Periodic travel required in normal course of job performance.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.